

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B99-16

Date: August 27, 1999
Expiration Date: 6/30/00
69:149:is:3039

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: REQUEST FOR CORRECTION TO PREVIOUSLY SUBMITTED DATA

The purpose of this information bulletin is to introduce a form for Service Delivery Areas (SDA) to utilize in order to request a change to Job Training Automation (JTA) data that has been previously submitted or data that is included in a closed program year.

From time to time, it becomes necessary for SDAs to add, delete, or change data that was recorded in a prior reporting period. The SDAs must receive approval from the Data Analysis Unit (DAU) to make these necessary changes. Because the JTA system has a security feature that will not allow SDAs to change data once it has been submitted to the State, the Customer Support Unit (CSU) must often assist SDAs with this process.

Past practice has been that SDAs contact the CSU and/or the DAU for approval to change data. After approval, the JTA Customer Support Unit staff "opens" the database for a short period, allowing the SDA to make necessary changes. To prevent duplicative communications for both the SDA and the JTA staff, it was felt that clear guidelines for this process should be established.

The attached form, **Request for Correction to Previously Submitted Data**, must be completed, then faxed or mailed to the DAU when an SDA needs to make corrections to previously submitted data. The DAU will review the request and, if approved, forward it to the CSU. The CSU will then contact the Management Information Systems (MIS) administrator (or designated staff) at the SDA to arrange for an agreed-upon time to allow access for the SDA to make the approved changes.

This new process does not apply to requests for changes in data submitted for Postprogram Follow-up (PPFU). Requests involving changes to PPFU data should continue to be made using the process described in Job Training Partnership Act Directive D98-15.

Questions regarding this process can be addressed to the JTA Customer Support Unit at (916) 653-0202.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

TO: Data Analysis Unit
Job Training Partnership Division
FAX: (916) 654-9586
MAIL: P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

REQUEST FOR CORRECTION TO PREVIOUSLY SUBMITTED DATA

DATE OF REQUEST: _____

NAME OF SDA: _____

NAME OF REQUESTOR: _____

PHONE NUMBER OF REQUESTOR: _____

REASON FOR REQUESTED CORRECTION:

(If appropriate for this request, list case number(s) involved below or on an attachment.)

Authorized Signature of Requesting SDA

Date _____

FOR JOB TRAINING PARTNERSHIP DIVISION USE ONLY:

DAU Approval by: _____

DAU Denial by: _____

Date: _____

Date: _____

Customer Support Analyst Assigned: _____